

# **Tau Beta Pi Officer Meeting Minutes**

January 28<sup>th</sup>, 2019 6:30 pm Edwards Conference Room

Present: Wyatt Vandepol, Brandon Fisher, Gabrielle Phillips, Maggie Schroeder, Lucie Rogers, Larissa Eshelman, Ryan Oberrieder, Jazz Loffredo  
Absent: Alex DeMarea, Racquel Anzalone, George Fischer, Keith Huddleston

## **I. Updates**

Kayla Paulson is resigning as Events Coordinator

Open officer positions- Alumni Chair and Events Coordinator

## **II. Semester Schedule Finalization**

Personal Meetings

Service Projects:

KS Hill service event will remain on March 23rd

Adopt a Highway date changed from March 2nd to March 30th

Signature Book Party

Proposed modification- fewer required signatures so more quality discussions can happen

Initiation Practice

Open House- Need to plan a booth

Initiation/Banquet- location change to a larger room, banquet will immediately follow, current members can join at the banquet but must RSVP and could be charged \$2, promote leadership banquet attendance

Elections- Promote more as a social event

Past optional events will no longer take place

## **III. Officer Expectations**

Bring back Underclassman of the Year

Update photos

Big Picture: promoting scholarships, think of fun ways to give back, create purpose for the organization

## **IV. Closing Notes**

Cords for graduation will have an additional cost

Next Officer Meeting will be February 4<sup>th</sup> at 7pm in Edwards Conference Room

## Tau Beta Pi Officer Meeting Minutes

February 4<sup>th</sup>, 2019 7 pm Edwards Conference Room

Present: Wyatt Vandepol, Brandon Fisher, Gabrielle Phillips, Maggie Schroeder, Lucie Rogers, Larissa Eshelman, Ryan Oberrieder, Jazz Loffredo, Racquel Anzalone, Alex DeMarea  
Absent: George Fischer

### **I. Schedule Updates**

General body meeting Feb. 19<sup>th</sup> 5-5:30

Initiate kickoff to follow 5:30-6:15

Brie: Reserve Fiedler or 0093

Larissa: 6 dozen cookies

Personal Meetings Tuesday 26<sup>th</sup> 5:30

Nice casual/urban casual/non-athletic clothing

Brie: Reserve lower atrium and tables

Signature book party tentative 5:30

Brie: Reserve downstairs atrium and tables

Initiates bring candy

Figure out what time will work for faculty to attend

Ryan and Racquel: Updating signature books- more conversations and less signatures

KS hill Service Project- Alex

Adopt a highway- Brie

Practice Initiation

Full out practice

Wyatt: Reserving a free room at union

Initiation- Wyatt and Lucie

Brandon: Help with banquet

### **II. Closing Notes**

Fill out Officer google form for website update

Think of possible fundraisers ideas

Keep receipts for group purchases

Next Officer meeting will be February 11<sup>th</sup> at 7pm in Edwards Conference Room

## Tau Beta Pi Officer Meeting Minutes

February 11<sup>th</sup>, 2019 7 pm Edwards Conference Room

Present: Wyatt Vandepol, Brandon Fisher, Gabrielle Phillips, Maggie Schroeder, Lucie Rogers, Larissa Eshelman, Ryan Oberrieder, Jazz Loffredo  
Absent: Alex DeMarea, George Fischer, Racquel Anzalone

### **I. Update on Last Week's Discussions**

Room 0093 has been reserved for General Body Meeting 4:30-6:30

Lower atrium reserved for Signature Book Party 4:30-6:30

Signature book needs to be updated in a month's time

Finish Eligibility Report submission

- Ryan received message about "invalid responses"

Officers need to fill out Google Form for website update

### **II. This Week's Agenda**

Handing out pins at General Body Meeting assigned to Brandon and Jazz

Email to faculty to go out soon about Signature Book Party

Underclassman of the year- modify old email, have survey open for 2 week voting period, on a google form/Qualtrics, send out in the next few weeks

Graduation cords- if members help to set-up we will waive the fee if not it will be around \$10, possibly set a quota on that

Wyatt will speak mostly for General body meeting, Lucie will speak at New member meeting

Excel tracking document for officers coming out this week, write down everything you do for your position as you go so you can easily help future officers transition into the role

Highway Service Project- minimal ahead of time planning needed

Meeting with Chassy- last week of February with Wyatt, anyone is free to join

Missing pin/certificate- Christine Laflin, we need to track it down

-Replacement: should we pay for it if its our fault for not communicating?

Put together candidate brochures to be sent out later this week

# **Tau Beta Pi Officer Meeting Minutes**

February 18<sup>th</sup>, 2019 7 pm Edwards Conference Room

Present: Wyatt Vandepol, Brandon Fisher, Gabrielle Phillips, Maggie Schroeder, Lucie Rogers, Ryan Oberrieder, Jazz Loffredo, Alex DeMarea

Absent: George Fischer, Larissa Eshelman, Racquel Anzalone

## **I. Last Week's Updates:**

Brochures delivered

Email sent out

Eligibility Report was due Feb 10<sup>th</sup>

-Computer science majors were marked as invalid, but Ryan will call tomorrow to get it fixed

## **II. This Week's Agenda:**

Wyatt will grab pins tomorrow to be handed out at general body meeting and will bring cookies (must be eaten in atrium)

Signature book- need an old copy of book from Brandon

Possibly add advisor profiles to website

Jazz- talk to Dean Wanklyn about money for Underclassman of the Year plaque

District 9 Conference in St. Louis- district will reimburse expenses, March 2<sup>nd</sup> weekend, get some representation of our chapter, need to contact soon, could open to general body, cap it at 2 or 3 people

Underclassman Award- Pick an end date for faculty submissions (two weeks from this Wednesday), add biomedical option, present at banquet April 9<sup>th</sup>, send to Dean Fund to email it to faculty

Available officers meet at 4:30 to help set up for general body meeting, try to dress business casual if possible

Run through of general body meeting power point- change banquet wording, cords- encourage attending events, the more involved we are the more funding we get

Volunteering for COE

Invite general body to attend Officer Meetings? No objections, as it wouldn't hurt anything

# **Tau Beta Pi Officer Meeting Minutes**

February 25<sup>th</sup>, 2019 7 pm Edwards Conference Room

Present: Wyatt Vandepol, Brandon Fisher, Gabrielle Phillips, Maggie Schroeder, Lucie Rogers, Ryan Oberrieder, Jazz Loffredo, Larissa Eshelman, Racquel Anzalone

Absent: Alex Demarea

## **I. Personal Meetings**

Need as many officers as possible for personal meetings tomorrow

Ask two of the get to know you questions to the candidates and what is character

Ask or have them fill out a paper about what they hope to get out of TBP

5:30 start time, come a little early to help set up

Have a sign in sheet

Reach out to former officers to help out if we will not have enough

## **II. Signature Books**

Set a due date for signature books- March 22nd

Email to faculty about signature book party- wyatt will send tonight

Update faculty list given in signature book

We will have pizza at the event

- Get it approved by food safety

- Figure out how to estimate how many to buy for

Make sure candidates know to bring candy and print out the signature book on their own

Brie reserve room

## **III. Final Notes**

Pick up checks on the 7<sup>th</sup> and Let Chassy know about them being dropped off on the 8<sup>th</sup>

Jazz- re-email Dean Fund

# Tau Beta Pi Officer Meeting Minutes

March 25<sup>th</sup>, 2019 7 pm Edwards Conference Room

Present: Wyatt Vandepol, Brandon Fisher, Jazz Loffredo, Ryan Oberrieder, Maggie Schroeder, Lucie Rogers

Absent: Alex Demarea, Larissa Eshelman, Racquel Anzalone, Gabrielle Phillips,

## I. Banquet

Catering options:

- ☐ Cox Bros: \$11 if we pick up
- ☐ HyVee: \$180-230
- ☒ Farmhouse - Banquet style food, we set the menu, options for meat and sides, individually priced

Table Service \$0.50, drinks \$0.50 (tea, coffee, lemonade, water), pulled pork \$3, white buns \$0.40, seasoned baby red potatoes \$1.25, fruit salad \$1.25, green beans \$0.75, brownies \$0.50

Total: \$8.15 per person

Ask about what table service entails and ask about vegetarian options

80 person capacity in Flint Hills Rooms, being conservative 30-35 general body spots open

First dibs on spots will go to people who volunteer with open house and help with service events

Send email to general body that we don't need help setting up at banquet anymore

Still planning on a \$5-7 charge for general body members attending banquet

## II. Service Events

Canceled everything for KS Hill's original date, let trash pick-up know about new date a few days before

Contact K-dot to pick up vests

Plan for highway cleanup on Sunday March 31<sup>st</sup> at 2:30

Open House booth ideas- Oobleck or foam rockets station

## III. Other Announcements

Tom Roberts accepted speaking role at end of year banquet

-Find out if he is out of town and if we can help cover traveling costs

Underclassmen of the year submissions close Friday; we have 2 entries so far

Wyatt- check on room reservations for banquet

Initiation will be held in Edwards Conference Room

## Tau Beta Pi Officer Meeting Minutes

April 22nd, 2019, 7 pm Edwards Conference Room

Present: Wyatt Vandepol, Brandon Fisher, Jazz Loffredo, Ryan Oberrieder, Maggie Schroeder,  
Larissa Eshelman, Racquel Anzalone

Absent: Alex Demarea, Gabrielle Phillips, Lucie Rogers

### **Announcements**

Elections will be held tomorrow in Fiedler Auditorium 5:30-6:30

- Wyatt will send out an email reminding general body members tonight
- Those interested should email Wyatt a paragraph describing themselves and what positions they are running for
- Co-Membership Coordinators has been added to the list

Officers should document their positions and the responsibilities they have

- Have a list together for next week

Two more meetings left for the semester

- Newly elected officers will be invited to the last meetings of the semester
- Last meeting will be mostly handing off the positions to new officers

# **Tau Beta Pi Officer Meeting Minutes**

## **May 6th, 2019 7 pm Edwards Conference Room**

Present: Wyatt Vandepol, Racquel Anzalone, Maggie Schroeder, Lucie Rogers, Ryan Oberrieder, Jazz Loffredo, Larissa Eshelman, Brandon Fisher, Alex DeMarea, Gabrielle Phillips, Cameron Stout, Madison Partridge, Jose Avila

### **I. Documentation**

Finish updating officer documents on OrgSync

### **II. Cords**

Cords came in and can be distributed this week or next week

Someone didn't RSVP for cords, so double check the number we currently have to see if we have an extra

### **III. Reports**

Election report was submitted by Wyatt and went through to Headquarters

Need to submit: financial report and project documentation

### **IV. Semester in review**

Initiates felt the process was streamlined and enjoyable, they were kept well informed, found it beneficial to learn about the history of Tau Beta Pi

Work on finding ways to make the process more beneficial for initiates

Good communication when it came to reminders being sent out about events

Banquet food and speaker were good, work on making this the big event of the year

Have a check-in table to keep track of attendance and payment

Don't count towards cords, it should be a celebration not about getting credit

Grow service projects so more members participate and bigger changes can be made

Change KS Hill to only once a year and then Adopt-A-Highway three times a year

Add in a less physically demanding option: Flint Hills Breadbasket/ Boys and Girls club

Try to expand membership to graduate students, cheap advertisement/recruitment